

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS**

**Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063**

Board Meeting Minutes of 1/19/2017

BOARD MEMBERS PRESENT: Heidi Brough Nye - Chair
Kristen E Hyde
Natalie M Nathan
Linda L Simon

BOARD MEMBERS ABSENT: Benjamin E. Doty

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, General Counsel
Eric Nelson, Board Prosecutor
Kellie LaBonte, Technical Records Specialist

OTHERS PRESENT: Mandie Ashcraft

The meeting was called to order at 1:30 PM MST by Linda Simon, Vice Chair. Ms. Brough-Nye indicated she would join the meeting late and would chair the meeting upon her arrival.

Ms. Hyde made a motion to approve the agenda. It was seconded by Ms. Nathan. Motion carried.

APPROVAL OF MINUTES

Ms. Hyde made a motion to approve the minutes of 9/15/2016. It was seconded by Ms. Simon. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. She said that the Board's pending rules are scheduled for 3:00 in the Senate Health & Welfare Committee.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board has a negative cash balance of (\$98,410.59) as of 12/31/2016.

Ms. Brough Nye arrived and began chairing the meeting from this point forward.

DISCIPLINE

Mr. Nelson presented a memorandum regarding case numbers RCA-2016-9, RCA-2017-2, RCA-2017-, RCA-2017-4, and RCA-2017-5. After discussion, the Board gave recommendations for appropriate discipline. Ms. Hyde made a motion to close case number RCA-2017-3. It was seconded by Ms. Simon. Motion carried.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Ms. Simon made a motion to approve the Bureau's recommendation and authorize closure in cases I-RCA-2016-11 and I-RCA-2016-13. It was seconded by Ms. Hyde. Motion carried.

Ms. Simon made a motion to approve the Bureau's recommendation and authorize closure in case I-RCA-2016-14. It was seconded by Ms. Hyde. Motion carried.

Ms. Hyde made a motion to approve a payment plan of \$300 per month for case number RCA-2016-3. It was seconded by Ms. Simon. Motion carried.

EXECUTIVE SESSION

Ms. Hyde made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Ms. Nathan. The vote was: Ms. Hyde, aye; Ms. Simon, aye; Ms. Nathan, aye; and Ms. Brough Nye, aye. Motion carried.

Ms. Hyde made a motion to come out of executive session. It was seconded by Ms. Nathan. The vote was: Ms. Hyde, aye; Ms. Simon, aye; Ms. Nathan, aye; and Ms. Brough Nye, aye. Motion carried.

APPLICATIONS

Ms. Hyde made a motion that Mandie Ashcraft be approved for licensure upon successfully passing the examination. It was seconded by Ms. Nathan. Motion carried.

Ms. Hyde made a motion to table the application for 901140508 until the background check is received. It was seconded by Ms. Simon. Motion carried.

Ms. Simon made a motion to deny the request for reconsideration for Kara Noblitt. It was seconded by Ms. Nathan. Motion carried with Ms. Hyde voting nay.

OLD BUSINESS

To Do List – The Board reviewed the to-do list and no action was taken.

Review of Provisional Permit and verbiage. Discussion was held and it was clarified that applicants may be approved for a provisional permit when all qualifications have been met and approved by the Board, but the applicant is still waiting to pass the exam. It is noted that just because a provisional permit is issued to an individual it does not mean that the same individual will be approved for licensure. The individual must have hours/training or meet the requirements as set forth in Rule 160 under Nursing Home Administrator's licensure qualifications before a license can be issued.

Experience hours in Idaho. Discussion was held regarding the issue of requiring hours to be overseen by a licensed Idaho administrator. The Board may want to look at drafting a rule regarding minimum qualifications for the supervisor signing off on the experience affidavits. Ms. Nathan made a motion to develop a subcommittee of Ms. Brough Nye and Ms. Simon that will work on possible rule changes. It was seconded by Ms. Hyde. Motion carried.

National Association of Long Term Care Administrator Board. Ms. Brough Nye reported on information received from the NAB meeting. NAB would like to see a "super license" as a Health Care Services Executive implemented nationwide and asked the states to consider making changes for the super license. There was discussion of the possibility of combining the Nursing Home Administrator Board and Residential Care Facility Administrator Board. Idaho is the only state with two separate Boards. Ms. Simon made a motion that Ms. Brough Nye attend the Nursing Home Administrators meeting to discuss the possibility of combining the boards. It was seconded by Ms. Hyde. Motion carried.

NEW BUSINESS

NAB Dues. Ms. Hyde made a motion to pay the \$1500.00 membership fees to NAB. It was seconded by Ms. Nathan. Motion carried.

ELECTION OF OFFICERS

Ms. Hyde made a motion to elect Ms. Brough Nye as Chair and elect Ms. Simon as Vice-Chair. It was seconded by Ms. Nathan. Motion carried.

NEXT MEETING was scheduled for April 13, 2017 at 10:00 a.m.

ADJOURNMENT

Ms. Hyde made a motion to adjourn the meeting at 5:12 PM. It was seconded by Ms. Nathan. Motion carried.

Heidi Brough Nye, Chair

Benjamin E Doty

Kristen E Hyde

Natalie M Nathan

Linda L Simon

Tana Cory, Bureau Chief